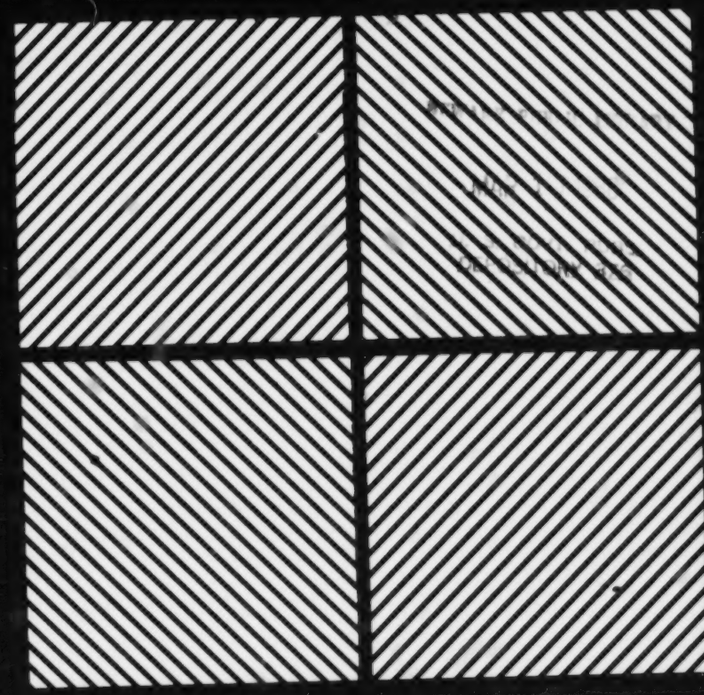
P96/2/986

OSHA Publications and Audiovisual Programs

U.S. Department of Labor
Occupational Safety and Health Administration
1986

OSHA 2019 (Revised)



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OSHA Publications and Audiovisual Programs

U.S. Department of Labor
William E. Brock, Secretary

Occupational Safety and Health Administration
Patrick R. Tyson, Acting Assistant Secretary
1986

OSHA 2019 (Revised)

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Printed Materials

When ordering publications* from the Government Printing Office (GPO), include their order numbers and make checks payable to the Superintendent of Documents. GPO gives a 25 percent discount for orders of 100 or more copies. Write:

Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402

When ordering publications from the National Technical Information Center (NTIS), be sure to include their order numbers and make checks payable to the National Technical Information Center. Write:

National Technical Information Center
U.S. Department of Commerce
5285 Port Royal Road
Springfield, VA 22161

A single copy of those publications listed as being available from OSHA may be obtained from any OSHA regional office (listed on the inside back cover), or from:

OSHA Publications Distribution Office
U.S. Department of Labor
Room S-4203
Washington, DC 20210

*All prices subject to change by GPO.

General

All About OSHA (OSHA 2056) Rev. 1985. Available from OSHA.

Explains general provisions of the Occupational Safety and Health Act of 1970 and the policies of OSHA.

Consultation Services for the Employer (OSHA 3047) Rev. 1984. Available from OSHA.

Free consultation for employers who want help in recognizing and correcting safety and health hazards and in improving their safety and health programs.

Consumer Information Leaflets. Available from OSHA's National, Regional, and Area Offices.

Fact sheets highlighting OSHA programs on the following subjects:

OSHA 83-01	Job Safety and Health
OSHA 83-02	Inspecting for Job Safety and Health Hazards
OSHA 83-03	Eye Protection in the Workplace
OSHA 83-05	General OSHA Recordkeeping Requirements
OSHA 83-06	Asbestos in the Workplace
OSHA 83-07	Improving Workplace Protections for New Workers
OSHA 83-08	Protect Yourself with Personal Protective Equipment
OSHA 83-09	Back Injuries—Nation's Number One Workplace Safety Hazard
OSHA 83-10	Voluntary Protection Programs
OSHA 83-11	Carbon Monoxide Poisoning
OSHA 84-12	Variances Under OSHA
OSHA 84-13	OSHA's Full Service Area Offices
OSHA 84-14	Setting Occupational Safety and Health Standards
OSHA 84-15	State Job Safety and Health Programs
OSHA 84-16	Protecting Workers in Hot Environments
OSHA 84-17	OSHA's New Standard on Ethylene Oxide
OSHA 84-18	Protecting Workers in Imminent Danger
OSHA 84-19	Responding to Workplace Emergencies
OSHA 84-20	Occupational Safety and Health for Federal Employees
OSHA 84-21	New Directions
OSHA 84-22	Where to Apply for Variances from OSHA Standards
OSHA 85-01	OSHA Consultation

Employer Responsibilities and Courses of Action Following an OSHA Inspection (OSHA 3000) Rev. 1985. Available from GPO. Order No. 029-015-00069-4. Cost: $1.

Booklet contains important information regarding employers' courses of action following an inspection, including how to contest a citation, posting requirements, and penalty payments.

Health and Safety Committees: A Good Way to Protect Workers (OSHA 3035) 1979. Available from OSHA.

An explanation of why OSHA encourages the formation of health and safety committees, along with suggestions about how they may be formed and how they may function.

How OSHA Monitors State Plans (OSHA 2221) 1975. Available from OSHA.

General information booklet for employers and employees in States that have implemented OSHA-approved job safety and health programs.

How to Prepare for Workplace Emergencies (OSHA 3088) Rev. 1985. Available from GPO. Order No. 029-015-00069-4. Cost: $1.

Publication details basic steps needed to prepare for handling emergencies such as accidental releases of toxic gases, chemical spills, fires, explosions, and personal injuries.

Job Hazard Analysis (OSHA 3071) 1981. Available from OSHA.

A booklet explaining what a job hazard analysis is and containing guidelines for conducting your own analysis on a step-by-step basis.

Job Safety and Health: OSHA Inspections are Only the Beginning (OSHA 3029) 1979. Available from OSHA.

A detailed discussion of steps employees can take to help follow up on OSHA inspections, including an explanation of the procedures for contesting OSHA actions.

Job Safety and Health Protection (OSHA 2203). Available from OSHA.

Official OSHA poster required by law to be posted prominently in the workplace. Size 10-¼ x 15-¾ inches.

OSHA Computerized Information System (OSHA 3085). Available from OSHA.

Foldout describes a group of computerized information files which may be useful in resolving safety and health problems.

OSHA Handbook for Small Businesses (OSHA 2209) Rev. 1979. Available from OSHA.

Booklet assists small business employers to meet the OSHA requirements, and helps them to plan the necessary steps for workplace safety and health improvement.

OSHA Inspections: How You Can Help (OSHA 3023) 1979. Available from OSHA.

A workbook explaining how employees can help make OSHA inspections more effective, with space to make notes during an inspection.

OSHA: Safety and Health is Our Middle Name (OSHA 3076) 1983. Available from OSHA.

Booklet outlines four OSHA programs designed to help employers: OSHA Training Institute courses, the New Directions grants program, an onsite consultation program, and voluntary protection programs.

OSHA: Your Workplace Rights in Action—11-C (OSHA 3032) 1978. Available from OSHA.

Booklet contains information on the rights of employees, under section 11-c of the Act, to protect their lives on the job.

Recordkeeping Requirements Under the Occupational Safety and Health Act of 1970, Rev. 1983. Available from OSHA.

General information on the recordkeeping requirements under the Act for recording and reporting injuries and illnesses.

OSHA Form 101 — Supplementary Record of Occupational Injuries and Illnesses
OSHA Form 200 — Log and Summary of Occupational Injuries and Illnesses

Resource Guide to Worker Education Materials in Occupational Safety and Health. Available from GPO. Order No. 029-015-00061-9. Cost: $7.

A listing by organizations of occupational safety and health materials for worker training and education. (Subject index in back of book.)

The Occupational Safety and Health Act of 1970, P.L. 91-596 (OSHA 2001) Dec. 1970. Available from OSHA.

Full text of the Act.

What Every Employer Needs to Know About OSHA Recordkeeping (BLS Report 412) Rev. 1983. Available from OSHA.

Pamphlet answers frequently asked questions regarding OSHA's injury and illness recordkeeping and reporting requirements.

Health

Asbestos: Worker Health Alert (OSHA 3069) 1980. Available from OSHA.

A booklet discussing what it is and how it affects the person working with asbestos, requirements of the OSHA asbestos standard, and employee rights under the OSHAct.

Beryllium (OSHA 2239) 1975. Available from OSHA.

Booklet highlights the dangers of working with beryllium. The pamphlet points out the effects it has on the human body.

Carbon Monoxide (OSHA 2224) 1975. Available from OSHA.

Booklet explains the dangers of carbon monoxide (CO) and the OSHA standards that apply to workplaces where CO is present.

Chemical Hazard Communication (OSHA 3084) 1984. Available from OSHA.

Outlines requirements of the standard, such as written hazard communication programs, labels and other forms of warning, employee information and training, and material safety data sheets.

Cotton Dust (OSHA 3094) 1985. Available from OSHA.

Flyer explains the dangers of cotton dust exposure and outlines the steps employers must take to protect their employees.

Mercury (OSHA 2234) 1975. Available from OSHA.

Booklet points out the dangers of working with mercury and explains applicable OSHA standards.

Personal Protective Equipment (OSHA 3077) 1983. Available from OSHA.

Booklet discusses types of equipment most commonly used for protection of the head (including eyes and ears), torso, arms and hands, and feet. Also the inspection and maintenance of equipment.

Respiratory Protection (OSHA 3079) 1984. Available from OSHA.

Discusses written operating procedures, selection, training, fitting, testing, inspection, cleaning, maintenance, and storage of respirators.

Toluene Diisocyanate (TDI) (OSHA 2248) 1975. Available from OSHA.

Booklet on the dangers of TDI—what it is, what effect it can have on workers, and the OSHA standards that apply to workplaces where the substance is used.

Safety

An Illustrated Guide to Electrical Safety (OSHA 3073) 1983. Available from GPO. Order No. 029-015-00064-3. Cost: $5.50.

A guide to provide explanation and clarification for use by individuals who have limited training or familiarity with the field of electricity.

Controlling Electrical Hazards (OSHA 3075) 1983. Available from OSHA.

Information that will enable employers and employees to recognize, understand, and control electrical hazards in the workplace.

Excavation and Trenching Operations (OSHA 2226) Rev. 1985. Available from OSHA.

Booklet details OSHA standards applicable to excavation and trenching operations.

Ground-Fault Protection on Construction Sites (OSHA 3007) Rev. 1985. Available from OSHA.

Booklet explains OSHA requirements for electrical safety at construction sites.

Hand and Power Tools (OSHA 3080) 1983. Available from OSHA.

Basic safety procedures and safeguards associated with hand and portable power tools.

Materials Handling and Storage (OSHA 2236) Rev. 1985. Available from OSHA.

Safety procedures to be followed by workers in materials handling.

Multi-Piece Rim Wheel Posters. Available from OSHA.

Posters indicate safety steps that should be taken when changing multi-piece rim wheels.

1. Multi-piece Rim, Interchangeable Parts
2. Poster A — Multi-piece Rims Safety Precautions
3. Poster B — Multi-piece Rims Mounting Procedures

Servicing Single Piece and Multi-Piece Rim Wheels (OSHA 3086) 1984. Available from OSHA.

Discusses requirements of training under standard, safe operating procedures, types of wheels, and wheel component acceptability.

Sling Safety (OSHA 3072) 1983. Available from OSHA.

Booklet covers OSHA regulations governing slings as well as general tips on how to use them safely.

Spanish Translations

Inspecciones De OSHA: Cómo Puede Ud. Ayudar. Manual Y Cuaderno De Apuntes (OSHA 3050) 1980. Available from OSHA.

A workbook explaining how employees can help make OSHA inspections more effective, with space to make notes during an inspection.

Ley De Seguridad Y Salud Ocupacionales De 1970, P.L. 91-596 (OSHA 2069) 1973. Available from OSHA.

Full text of the Act in Spanish.

Los Derechos De Los Trabajadores Según La Ley De OSHA (OSHA 3049) 1980. Available from OSHA.

A summary of workers' rights, including such topics as access to information, participation in inspections, and state programs.

No Lo Pueden Castigar Por Insistir En La Seguridad Y La Salud En El Trabajo. Esa Es La Ley. Afiche 11-C (OSHA 3055) 1980. Available from OSHA.

Poster listing employee rights under the law.

Seguridad Y Protección De La Salud En El Trabajo (OSHA 2200) 1980. Available from OSHA.

Official OSHA poster, Job Safety and Health Protection, in Spanish.

Seguridad Y Salud En El Trabajo: Las Inspecciones De OSHA Como Punto De Partida (OSHA 3052) 1980. Available from OSHA.

A detailed discussion of steps employees can take to help follow up on OSHA inspections, including an explanation of the procedures for contesting OSHA actions.

Vele Por Su Protección En El Trabajo. Ejercite El Derecho Eleven-C (OSHA 3056) 1980. Available from OSHA.

Booklet contains information on the rights of employees, under section 11-c of the OSHAct, to protect their lives on the job.

Standards

Construction Industry: OSHA Safety and Health Standards Digest (OSHA 2202) Rev. 1983. Available from GPO. Order No. 029-016-00071-2. Cost: $2.50.

A pocket-size alphabetical digest of selected standards for the construction industry covering those serious hazards most frequently overlooked by the employer in maintaining a safe workplace.

Construction Safety and Health Regulations: Part 1926 (OSHA 2207) Rev. 1983. Available from GPO. Order No. 029-015-00065-1. Cost: $6.50.

Contains all job safety and health rules and regulations issued by OSHA about construction.

General Industry: OSHA Safety and Health Standards Digest (OSHA 2201) Rev. 1983. Available from GPO. Order No. 029-016-00072-1. Cost: $2.75.

A pocket-size alphabetical digest of selected standards for general industry covering those serious hazards most frequently overlooked by the employer in maintaining a safe workplace.

General Industry Safety and Health Regulations, 29 CFR 1900 to 1910 (see Part 1910). Available from GPO. Order No. 822-004-00094-6. Cost: $21.

Contains all job safety and health rules and regulations for general industry.

Longshoring Industry: OSHA Safety and Health Standards Digest (OSHA 2232) Rev. 1983. Available from OSHA.

This booklet contains all the special industry safety and health standards that are applicable to maritime terminals and longshoring operations contained in 29 CFR Parts 1917 and 1918.

Occupational Safety and Health Subscription Service Available from GPO. (Order forms are available from your nearest OSHA office. Prices are listed below.)

Service provides all standards, interpretations, regulations, and procedures in easy-to-read language, and loose-leaf form, punched for use in a three-ring binder (not included). All changes and additions will be issued to the subscriber for an indefinite period of time.

Vol. I.	General Industry Standards and Interpretations ..... (Foreign, $121.25)	$97
Vol. II.	Maritime Standards and Interpretations .... (Foreign, $51.25)	$41
Vol. III.	Construction Standards and Interpretations ..... (Foreign, $36.35)	$29
Vol. IV.	Other Regulations and Interpretations ..... (Foreign, $88.75)	$71
Vol. V.	Field Operations Manual ..... (Foreign, $35)	$28
Vol. VI.	Industrial Hygiene Field Operations Manual ..... (Foreign, $33.75)	$27

Shipyard Industry: OSHA Safety and Health Standards Digest (OSHA 2268) Rev. 1983. Available from OSHA.

This booklet contains all the special industry safety and health standards for shipyard employment contained in 29 CFR Part 1915.

Note: All rules and regulations for occupational safety and health are available from GPO. Order No. and cost are:

29 CFR 1900 to 1910	Order No. 822-004-00094-6,	$21.00
29 CFR 1911 to 1919	Order No. 822-004-00095-4,	$ 5.50
29 CFR 1920 to end	Order No. 822-004-00096-2,	$20.00

Reports

The following publications are available from the National Technical Information Service (NTIS). (See ordering information on page 1.)

Development of Certification Procedures for Construction Industries Supervisors, 1976. PB-263-874. Cost: $19.

A report of an OSHA-sponsored project which was developed to test a system whereby construction supervisors would measure their knowledge of the recognition, avoidance, and control of worksite safety and health hazards.

Occupational Fatalities Related to Fixed Machinery as Found in Reports of OSHA Fatality/Catastrophe Investigations, May 1978. PB-80-181-035, $11.50.

Occupational Fatalities Related to Ladders as Found in Reports of OSHA Fatality/Catastrophe Investigations, November 1979. PB 80-153-471, $11.50.

Occupational Fatalities Related to Miscellaneous Working Surfaces as Found in Reports of OSHA Fatality/ Catastrophe Investigations, April 1982. PB 83-125-732, $16.

Occupational Fatalities Related to Roofs, Ceilings, and Floors as Found in Reports of OSHA Fatality/Catastrophe Investigations, November 1979. PB 80-161-136, $16.

Occupational Fatalities Related to Scaffolds as Found in Reports of OSHA Fatality/Catastrophe Investigations, May 1979. PB 80-182-009, $11.50.

Selected Occupational Fatalities Related to Fire and/or Explosions in Confined Work Spaces as Found in Reports of OSHA Fatality/Catastrophe Investigations, April 1982. PB 82-237-314, $13.

Selected Occupational Fatalities Related to Grain Handling as Found in Reports of OSHA Fatality/Catastrophe Investigations, January 1983. PB 83-170-795, $17.50.

Selected Occupational Fatalities Related to Lockout/Tagout Problems as Found in Reports of OSHA Fatality/Catastrophe Investigations, August 1982. PB 83-125-724, $14.50.

Selected Occupational Fatalities Related to Oil/Gas Well Drilling Rigs as Found in Reports of OSHA Fatality/ Catastrophe Investigations, June 1980. PB 80-226-939, $9.

Selected Occupational Fatalities Related to Oil/Gas Well Drilling and Servicing as Found in Reports of OSHA Fatality/Catastrophe Investigations, December 1983. PB 84-154-095, $26.50. Microfiche: $4.50.

Selected Occupational Fatalities Related to Powered, Two-Point Suspension Scaffolds/Powered Platforms as Found in Reports of OSHA Fatality/Catastrophe Investigations, March 1983. PB 83-194-050, $8.50.

Training Programs

See page 1 on how to order from the Government Printing Office (GPO) and National Technical Information Center (NTIS).

Advanced Toxicology for Health Compliance Officers. Available from NTIS. Order No. PB-82-158-858. Cost: $80.50. Microfiche: $14.

An instructor's manual (5 volumes)—The course is divided into 16 lessons and includes an overview of the Toxic Substances Control Act, the biologic transformation mechanisms, chemical hazards encountered, an overview of human biochemistry, kinetics of toxification and the toxicology of metal dust. Also general classification of pesticides is discussed.

Instructional Materials from OSHA Courses for Beginning Safety Engineers and Industrial Hygienists. Available from NTIS. Order No. PB-82-135-294. Cost: $50 (microfiche only).

Teaching materials which can be adapted to a variety of safety and industrial hygiene courses. Some of the topics covered are: health hazard recognition, noise, radiation, foundry safety, machine guarding, grain elevators, and industrial hygiene. (Note: These courses are designed for OSHA compliance safety and health officers and state inspectors and may contain some information which will be of little or no interest to selected users.)

Maritime Standards for Compliance Safety and Health Officers. Available from NTIS. Order No. PB-82-158-841. Cost: $60. Microfiche: $12.

An instructor's manual (3 volumes)—These training materials include 50 lesson plans, self-instruction guide, and an on-the-job guide. Course covers legal foundations and interpretations of maritime jurisdiction and application. Maritime operations and processes are given extensive coverage with associated and applicable standards.

OSHA Safety and Health Training Guidelines for Construction. Available from NTIS. Order No. PB-239-312/AS. Cost: $10.

A set of 15 guidelines to help construction employers set up training in the safe use of equipment, tools, and machinery on the job.

OSHA Safety and Health Training Guidelines for General Industry. Available from NTIS. Order No. PB-239-310/AS. Cost: $13.

Covers 25 general industry operations, ranging from use of equipment such as powered industrial trucks to storage of toxic substances.

OSHA Safety and Health Training Guidelines for Maritime Operations. Available from NTIS. Order No. PB-239-311/AS. Cost: $8.50.

Covers general longshoring operations.

Principles and Practices of Occupational Safety and Health. (A programmed instruction course). Available from GPO. Prices and order numbers are listed below.

This six-part, self-study program in the principles and practices of occupational safety and health is designed to help first-line supervisors identify, correct, or eliminate hazards found in their workplaces. Program materials consist of:

Student Manual—Booklet One (OSHA 2213): Contains introduction to the Act and discusses various elements of the Act. Lesson 3 of the booklet covers recordkeeping requirements and provides practical exercises for the student. Cost: $4.75. Order No. 029-015-00037-6.

Student Manual—Booklet Two (OSHA 2214): Discusses the role of the supervisor in the elimination of injuries and illnesses in the workplace, with particular stress on employer control and importance of job hazard analysis. Cost: $4.75. Order No. 029-015-00038-4.

Student Manual—Booklet Three (OSHA 2215): Teaches students how to analyze and gives examples of how certain hazards are controlled in several industries. Cost: $4.75. Order No. 029-015-00039-2.

Student Manual—Booklet Four (OSHA 2216): Discusses toxic materials, noise, airborne contaminants, lighting, and radiation, and their internal and external effects on the human body. Also covers personal protective equipment and its use, emergency care procedures, and fire loss control. Cost: $5.50. Order No. 029-015-00040-6.

Student Manual—Booklet Five (OSHA 2217): Provides the students with sources available to aid the supervisor in performing his/her safety and health duties and suggests ways to develop effective guidelines and goals. Cost: $4.75. Order No. 029-015-00041-4.

Student Manual—Booklet Six (OSHA 2218): Final booklet in the series describes the techniques of communicating the contents of the Act to employees, with the final lesson concentrating on how and when to provide safety and health training. Cost: $4.75. Order No. 029-015-00042-2.

Safety and Health for Oil and Gas Well Operations. Available from NTIS. Order No. PB-82-220-930. Cost: $40. Microfiche: $4.50.

Designed to train OSHA compliance personnel and consultants so that they will be better able to recognize hazards and recommend abatement methods. Course includes normal rig operations; hoisting, circulating, rotating, and power lighting and electrical systems; blowouts and prevention; and well service and workover.

Audiovisual Programs

When ordering audiovisual materials from the National Audiovisual Center (NAC), make checks payable to the National Archives Trust Fund. Be sure to include the order number. Write:

National Audiovisual Center
Washington, DC 20409

Free loan audiovisual materials listed as available from OSHA may be obtained in 3/4-inch U-matic format from a regional office (listed on the inside back cover) or an area office (listed in your local telephone directory under U.S. Department of Labor).

Videotapes in 1/2-inch VHS, 1/2-inch Beta, or 3/4-inch U-matic may be obtained from:

OSHA Office of Information
U.S. Department of Labor
Room N-3637
Washington, DC 20210
Telephone: (202) 523-8615

General

Industrial Noise. Available* on loan from OSHA.

This 10-minute videotape tells the story of how one company, the REA Wire Co. of Buena Vista, VA, solved its noise problems by redesigning its wire drawing machines.

More Than a Paycheck. Available from NAC. Film Order No. A00278/CF. Rental: $30. Purchase price: $295 (16mm). Video Cassette No. A02575/CF*. Purchase price: $90.

This 28-minute film explains how workers in certain industries can bring home "more than a paycheck"; they may bring home contamination and cancer. It recommends modified engineering and work practices for the control of exposure to carcinogenic substances. Appearing in the film are Dr. Irving Selikoff of Mt. Sinai School of Medicine, Dr. Paul Kotin of Johns-Manville Corporation, Dr. Bob Scala of Exxon Corporation, and Jack Sheehan of the United Steelworkers of America, Inc. Actor John Wayne narrates.

Training Programs

Asbestos Abatement: Contracting. Available from NAC. Order No. A05809/NK. Cost: $45.

Prepares employees for safer, more effective construction and maintenance activities, with instruction covering proper respirator use, air sampling, and medical examinations. Sound-slide set includes 124 color slides, a 14-minute audiocassette and guide.

Asbestos Abatement: General Audiences. Available from NAC. Order No. A05808/NK. Cost: $45.

All audiences can gain a thorough understanding of asbestos, its uses and its hazards, and observe asbestos control in action. Sound-slide set includes 127 color slides, a 15-minute audiocassette and guide.

*Available in 1/2-inch or 3/4-inch formats. Please specify the make and model of your video playback equipment.

Asbestos Abatement in Schools. Available from NAC. Order No. A05806/NK. Cost: $150.

Including valuable print material, this four-part series features information for anyone coming in contact with asbestos in buildings. Four sound-slide sets, color, and guides.

Asbestos Abatement: Worker Protection. Available from NAC. Order No. A05807/NK. Cost: $40.

Workers and contractors learn about personal protective gear, clean-up, and other ways to prevent taking asbestos home to their families. Sound-slide set includes 107 color slides, a 9-minute audiocassette and guide.

Asbestos Control: Encapsulation, Enclosure and Removal. Available from NAC. Order No. A05810/NK. Cost: $30.

Actual scenes from the job site are used to demonstrate hazard control during asbestos removal. Sound-slide set includes 76 color slides and a 9-minute audiocassette.

Audio Aid on OSHA Recordkeeping. Available from NAC. Order No. A00408. Cost: $20.

A cassette tape package which briefly discusses the Occupational Safety and Health Act, then, using the sample forms as a guide, gives a detailed explanation of how to recognize and record work-related injuries and illnesses. Package contains cassette tape, recordkeeping requirement booklet, and OSHA Forms 200 and 101.

Construction Safety and Health Training. Available from NAC. Order No. 002057. Cost: $175.

A 30-hour course designed to train and educate supervisory personnel and employees in safe work practices on construction jobs. It covers all phases of construction safety and health. The package contains five manuals and 466 slides.

A 10-hour narrated version of the course, including manuals, 290 slides, and 10 1-hour audiocassettes, also is available from the National Audiovisual Center. Order No. 006405. Cost: $170. Slides, manuals, and cassettes may be purchased separately.

Hand Signals for Agriculture. Available from NAC. Film Order No. 008923. Purchase: $150.

Introduces the American Society of Agricultural Engineers' uniform hand signals and shows agricultural workers how to use them. Reminds farm and ranch machinery operators and crew members of the various dangerous situations they face daily, and illustrates the proper method of giving and recognizing signals in order to avoid hazardous situations. Demonstrates the safe and proper way for crew members to communicate. Depicts many farm machine processes for which hand signals can be used to provide safer, more effective two-way communication.

I Never Had An Accident in My.... Available from NAC. Film Order No. 009871. Rental: $30. Purchase: $180.

A training film which contains dramatic simulated accidents to alert retail food store meat workers of hazards in their jobs. Discusses safety and health provisions that can protect them from job-related accidents. 18-min., 16 mm, color-sound.

Ladders. Available from NAC. Order No. 007513. Cost: $40.

A slide-tape, hazard recognition program which examines the safe use of ladders, including fixed, portable, and job-made. Includes 58 slides, audiocassette, instructor's guide, workbook, and course outline.

Longshoring Training Materials. Available from NAC.

1. Longshoring Safety and Health. Order No. 008573. Cost: $215.

This 30-hour course is designed to train and educate supervisors, managers, and employee representatives in safe work practices and specific safety and health hazards associated with longshoring. The package contains a two-volume instructor's guide, trainee manual, and 850 slides. Slides are not available separately.

2. Job Safety Analyses (JSA) and Operation Safety Analyses (OSA). Cost: $500.

Individual instructional kits on specific longshoring jobs and operations which involve safety and health are listed below. Each set contains slides, audiotapes, and script. Order numbers and costs:

008574 Roll-On Roll-Off Operation (OSA)—$30
008575 The Container Straddle Truck Operator (JSA)—$30
008643 LASH Operation (OSA)—$35
008644 The Carpenter (JSA)—$30
008645 The Grain Operation (OSA)—$30
008646 The Barge Worker (JSA)—$40
008647 The Holdman (JSA)—$40
008650 The Stuffer and Stripper (JSA)—$30
008651 The Barge Operation (OSA)—$35
008652 The Container Operation (OSA)—$45
008653 The Winchman and the Hatchtender (JSA)—$30
008654 Break Bulk Operation (OSA)—$40
008655 Log Operation (OSA)—$35
008656 The Forklift Operation (JSA)—$35
008657 The Hookup Man (JSA)—$30
008658 Semi-tractor Operator (JSA)—$40
008695 The Crane Operator (JSA)—$35

Occupational Health Training for Safety Compliance Officers. Available from NAC. Order No. 010413. Cost: $345.

An 80-hour program of instruction. Manuals and visual aids. First week student manual only, $130 (Order No. 010411). Second week student manual only, $70 (Order No. 010410).

Office Safety and Health for Federal Employees. Available from NAC. Order No. A00103. Cost: $100.

A slide-tape program which considers a wide range of safety and health hazards found in many office situations—sharp tools, slippery floors, inadequate lighting, flammable liquids, and poor ventilation. The program provides information on fire prevention, first aid, materials handling, safe office layout, and many other topics. Includes 201 slides, audiocassettes, script, outline, and suggested office checklist.

OSHA Requirements for Agricultural Machine Guarding Standards. Available from NAC. Order No. 008426. Cost: $30.

An instructional program explaining the purpose and application of the standards affecting the guarding of agricultural machinery. Multimedia kit includes script, audiotape, and 61 slides.

Safety and Health Factors in Welding and Cutting. Available, on loan, from your nearest OSHA area office; or can be purchased from NAC. Order No. A12795. Cost: $90.

Designed to teach employees to recognize and evaluate safety and health hazards specific to gas and arc welding. Material covered includes appropriate controls, safe work practices, and selection and use of proper protective clothing and equipment. Training program runs about one-half hour and consists of approximately 80 slides, a cassette tape, script, and instructor's guide and class handouts.

Safety and Health Requirements for Working in Confined Space. Available, on loan, from your nearest area office; or can be purchased from NAC. Order No. A12793. Cost: $90.

Helps employees recognize potential sources of danger in confined spaces and explains how to select and use proper protective clothing and equipment. Training program runs about one-half hour and consists of approximately 80 slides, a cassette tape, script, an instructor's guide, and class handouts.

Safety and Health Requirements for Working with Carbon Monoxide. Available, on loan, from your nearest OSHA area office; or can be purchased from NAC. Order No. A12794. Cost: $90.

Explains how carbon monoxide is formed, how to spot potential sources, what the health hazards are, what engineering controls can reduce exposure, and what protective clothing and equipment will help limit exposure. Training program runs about one-half hour and consists of approximately 80 slides, a cassette tape, script, an instructor's guide, and class handouts.

Safety and Health in Excavation and Trenching Operations. Available from NAC. Order No. 689601. Cost: $60.

A special-emphasis, instructional program to produce a greater knowledge and understanding of the problems, hazards, and other factors found in excavation and trenching operations. Includes an instructor's guide and 139 slides.

Scaffolds. Available from NAC. Order No. 007518. Cost: $35.

A slide-tape, hazard recognition program which reviews built-up rolling and suspended scaffolds, load capacity, guardrails, toe boards, and outrigger beams. Includes 74 slides, audiocassette, instructor's guide, workbook, and course outline.

Servicing Multi-Piece Rim Wheels. Available, on loan, from OSHA.

This 10-minute videotape focuses on safety procedures for servicing potentially explosive tube-type truck, bus, and trailer tires using multi-piece rim wheels. The tape shows step-by-step procedures for demounting, disassembling, cleaning, inspecting, reassembling, and remounting multi-piece rim wheels. Contains copies of the rim wheel standard, required charts, a sample lesson plan for instructors, and other related materials.

Sloping, Shoring, and Shielding. Available from NAC. Order No. 009863. Cost: $30.

A 1-day instructional program which consists of a classroom session and a practical "hands-on" workshop in procedures and techniques of construction shoring. Package consists of an instructor's manual, including an outline for field exercise/workshop, and a set of 60 slides.

Trenching. Available from NAC. Order No. 007516. Cost: $40.

A slide-tape, hazard recognition program which deals with utility lines, cave-ins, angle of repose, soil composition, water, and weather. Includes 96 slides, audiocassette, instructor's guide, workbook, and course outline.

Ventilation. Available from NAC. Order No. 010524. Cost: $70.

A two-part, slide-tape program which includes two audiocassettes, 202 slides, a course outline, script, and test form. The program deals with the basic principles of ventilation, dilution ventilation, and local exhaust systems.

Walking-Working Surfaces. Available from NAC. Order No. 007512. Cost: $60.

A slide-tape, hazard recognition program which treats floor load limits, guardrails, stairways, exits, housekeeping, and drainage. Includes 90 slides, audiocassette, instructor's guide, workbook, and course outline.

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***These states and territories operate their own OSHA-approved job safety and health programs (except Connecticut and New York whose plans cover public employees only).**

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